



DEPARTMENT OF CORPORATIONS

JOB OPPORTUNITY

Arnold Schwarzenegger, Governor

WILLIAM P. WOOD, California Corporation Commissioner

SUNNE WRIGHT MCPEAK, Agency Secretary

Release Date: May 26, 2004

"FREEZE EXEMPTION APPROVED"

CLASSIFICATION: **ACCOUNT CLERK II**
1 Position – Permanent/Full Time-Sacramento

FINAL FILING DATE: **UNTIL FILLED**

SALARY: \$2209 - \$2687 per month

POSITION LOCATION: Office of Management & Budget, 1515 K Street, Sacramento

DUTIES AND RESPONSIBILITIES – Under the general supervision of the Accounting Officer (Supervisor), this position is responsible for performing the following duties: Responsible for the daily activities of the cashier; ensure the security and deposit of all monies received in any one day; assemble, date stamp and receipt monies received from various sources in compliance with standard approved operating procedures; prepare daily reports by inputting receipt information into the Department's Accounts Receivable database; record incoming checks; type receipts for misc. monies received; print reports for individual laws and run tape of checks processed to verify that the two balance; reconcile daily reports to totaled checks; prepare daily Report of Collections and supporting bank deposit slips; make deposit at the selected State depository; forward daily collection report, along with all supporting documents to the receivables desk for further processing; process payment for corporate file and applications in the Cal-EASI system, sort and separate applications, verify that the checks received match the posted fees of application.

DESIRABLE QUALIFICATIONS

- ◆ Ability to work independently with general supervision.
- ◆ Service oriented with strong interpersonal skills (able to work well with staff at all levels).
- ◆ Must provide courteous and reliable service.
- ◆ Good attendance record.
- ◆ Willingness to work overtime.
- ◆ Ability to shift priorities and meet deadlines.
- ◆ Good communication skills.
- ◆ Familiarity with PC (Excel, Word, CalStars)

WHO MAY APPLY—EMPLOYEES CURRENTLY AT THE ACCOUNT CLERK II LEVEL, THOSE WITHIN TRANSFER RANGE OR HAVE LIST ELIGIBILITY WHO ARE REACHABLE (IN THE TOP THREE RANKS), AND EMPLOYEES WITH SURPLUS OR SROA STATUS IN THIS CLASSIFICATION ARE ENCOURAGED TO APPLY. For further technical information regarding the position, please contact Scott Hart at (916) 324-6624 or CALNET 8-454-6624. **PLEASE SEND A COMPLETED APPLICATION TO THE PERSON AND ADDRESS PROVIDED BELOW.** (Please include your social security number for eligibility verification and indicate **RPA#02-OMB0035** under the job title).

SUBMIT APPLICATION AND RESUME TO: Department of Corporations
Human Resources Office
Attention: Linda Tessmer (#02-OMB0035)
1515 K Street, Suite 200
Sacramento, CA 95814
(916) 324-6271 or CALNET 8-454-6271

RPA#02-OMB0035 ca

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.